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## **Board Meeting**

### **Board Office, University Park Plaza**

**April 25, 2012**

## **MINUTES**

<b>Members Present:</b> Kyle Nordine, LNHA, Chair Jane Pederson, MD Robert Held, LNHA-DHS ex-officio Thomas Pollock, LNHA,	 Chandra Mehrotra, PhD, Public Member Jennifer Pfeffer, LNHA James Birchem, LNHA, Vice-Chair Christine Rice, Public Member
<b>Members Absent:</b> Ann Tagtmeyer, Public Member Darcy Miner-MDH ex-officio	 Nancy Tuders, RN
<b>Staff:</b> Randy Snyder, Executive Director	 Jan Strum, Office Manager

### **I. CALL TO ORDER**

Chair, Kyle Nordine called the meeting to order at 10:09 a.m. He announced that Randy Snyder received the CHAASE Distinguished Service Award last week in Eau Claire.

### **II. ADDITIONS TO/APPROVAL OF AGENDA and BOARD MINUTES**

There were no additions to the agenda. Motion by Tom Pollock, second by Chandra Mehrotra to approve minutes of the January 25, 2012, as emailed; carried unanimously.

### **III. STANDARDS OF PRACTICE COMMITTEE**

Jim Birchem reported there were 27 complaints reviewed at the meeting held January 25, 2012. Complaints are more complex, with some unique ones this year. Star Tribune articles seem to have contributed to more public complaints, though the articles do state no deficiencies were found. Discussion. Next meeting of the SOPC is May 11, 2012. Snyder was asked to do a complaint review at upcoming board retreat.

### **IV. ACTION ITEMS**

#### **A. Legislation 2012: Minnesota Sunset Act**

Snyder has spent 200-250 hours on reporting/attending meetings since November 1. He has been to 13 Sunset Commission hearings. He reviewed changes in the legislation that most pertain to our board.

1. Prohibit fund transfer of fees collected by health-related licensing board
2. Website posting of (1) felonies or gross misdemeanor convictions during previous ten years; (2) malpractice judgment in any state or jurisdiction within past ten years; (3) any disciplinary or corrective action or restriction of privileges taken against the individual's license by a state licensing board in this state or in any other state or jurisdiction.
3. Applicants must provide primary business address at the time of initial application and all subsequent renewals.
4. Draft legislation requiring institutions, professional societies, other licensed professionals, and insurers to report conduct constituting grounds for disciplinary action to the respective regulatory entity.
5. Have no more than one year's budget in reserve (BENHA: \$200,000), averaging over five years, with fee reductions to be proposed, if that would be exceeded.
6. The health-licensing boards' Administrative Services Unit (ASU) was recognized for its efficiency and back office coordination. The Department of Administration's SMART

program is significantly more expensive. BENHA continues as the sponsoring administrative board.

7. Study and make recommendations for establishing uniform criminal history background checks/fingerprinting requirements applicable to applicants and regulated individuals.

Five reports/studies must be done by the health-licensing boards for submission to the legislature by January 2013. The boards were given an allocation, or permission to spend their own money, to assist in the final preparation of the reports.

**B. UWEC Research of entry level requirements**

The University of Wisconsin, Eau Claire has a research project funded by NAB to evaluate the state minimum entry requirements comparing initial examination scores and potentially the 5 star field measurements for leadership effectiveness. The executive director recommended that Minnesota be a participating state, providing the data of new applicants, eliminating personal identifiers per research privacy standards. Motion by Bircham that the board approve Minnesota as a participating state in the study. Second by Pollock, passed unanimously.

**C. UWEC Practicum Report**

UWEC shared the initial draft of their research project to review criterion that promotes a quality AIT/practicum experience for students and to outline best practices for a positive learning experience. This is a tool for the board to consider in reviewing the current Minnesota 400-hour practicum rules to assure that students receive an outstanding field experience. When completed, recommendations will be made regarding practicum length and looking at certification of preceptors. Discussion. No action required.

**D. NAB Meeting, June 6-8, 2012 – Delegate**

The board discussed directing a board member to attend the annual meeting of NAB. The annual meeting will include the swearing in of their new Chair, our Executive Director, Randy Snyder. A voting delegate should be appointed. Two non BENHA board members from Minnesota will be in attendance. Bob Held expressed interest in attending. He'll confirm when he's reviewed his calendar. Pollock made a motion that, if no one is appointed now, Snyder be given authority to appoint a voting delegate. Second by Pfeffer. Nordine: Following the meeting and calendar review, Jim Bircham offered to attend and Held asked that Bircham attend as the Minnesota delegate. Unanimous aye vote on motion.

The five-year review of core competencies required of an administrator to assure they are contemporary is under review at NAB. This 19 month review will center on looking at the global skill set of a LTC Administrator. Ohio and Oklahoma are looking at this hybrid model of elder care administrator. A second benefit would be to review the interstate mobility issues and hopefully resolve that issue as well.

**E. License Renewal begins May 1 – Board member LNHAs are audited.**

**V. EDUCATION COMMITTEE**

**A. Licensure Discussion**

1. University of Minnesota, Crookston is now offering the approved Gerontology course online. With this addition, UM-C now offers all eight academic courses required by BENHA for licensure are offered online, each to be offered annually. NAB approved St. Joseph's College of Maine courses are also all offered online, as needed.
2. University of St. Mary, Minnesota (Minneapolis & Rochester campuses) is developing a Long Term Care Master's Degree to meet the licensure requirements for BENHA. They submitted the Financial Management course requirement for review. Discussion centered on a new trend promoting a generic accounting offered by schools not covering some of the issues needed by administrators. Discussion of adding more minimum requirement programs not serving potential applicants and how to add those needed pieces like human resources and financial

reimbursement; add to practicum requirement, hybrid course by associations, etc. Critical thinking is a difficult concept for most administrators as it has not been taught. Need to be able to determine what data is telling them about their own facility and how to react to it. Public safety is the board issue. Discussion for retreat and strategic planning.

3. Practicum reduction request denied, appeal: experience in a nursing facility or hospital setting required in rules, not assisted living. Bircherm moved to support the initial decision to deny the reduction. Pollock second. Discussion. Unanimous aye.
4. Applicant unable to find a practicum site/preceptor, though approved schools and advisor contact information is posted at the Board website. Snyder will contact again.
5. Preceptor not qualified. Discussion. Rice made motion to not make the applicant take more hours Bircherm second. Discussion. Unanimous aye vote. Bircherm made motion to send a letter of probation to the school. Pederson made a friendly amendment that school be required to submit a root-cause analysis. Pfeffer second amendment. Unanimous aye vote.
6. SCSU Advisory Meeting minutes shared.

There were no courses waived, no courses denied, 847 licensees, 61 applicants, 3 current acting permits on 3/31/2012. Twelve new licenses issued 1/1/2012-3/31/2012.

#### **VI. EXECUTIVE DIRECTOR'S REPORT**

The terms of Bircherm, Rice, and Tagtmeyer technically expired in January. Board members continue to serve until the governor has made new or re-appointments or June 30, 2012, whichever is sooner. If new appointments have not been made before June 30, the terms are automatically continued for four years unless the individual states their desire to leave the board.

Lodging expense: April 25, 2012, Board meeting – Mehrotra

#### **VII. RULES COMMITTEE**

No meeting.

#### **VIII. BOARD MEMBERS' REPORTS**

- A. Council of Health Boards – No meeting.
- B. HPSP – no report.

#### **IX. Other Business**

Staff members were dismissed for closed Board discussion regarding evaluation and possible achievement award for Executive Director, Randy Snyder. It was moved by Pollock, seconded by Mehrotra to approve a \$2000 achievement award for Snyder. Passed unanimously.

Next Board Meeting will include retreat time for strategic planning: Wednesday, July 25, 2012.

#### **XI. ADJOURNMENT**

The meeting was adjourned at 11:56 a.m.

Recorder: Jan Strum, Date: 7/25/2012  
Jan Strum  
Office Manager

Attest: Thomas Pollock, Date: 7/25/12  
Thomas Pollock  
Board Secretary